

Instructions

How to fill out the Electronic Pastoral Report Form

This is a protected form. That means that the person filling it out will only be allowed to type into the shaded and specific form fields.

1. Moving within the document

- a. To move from one field to the next use the **tab key** to go forward to the next field or **shift +tab key** to go back to the next field.
- a. To select a field using the computer mouse – scroll up or down to the field desired and double click to select the field.
- b. For those using MS 2003 and above – using the feature Document Map under View will allow you to view the outline of the document and jump from one section to another.

2. About the Fields

- a. This form includes the following types of fields:
 - i. Drop down menus: or
 - ii. Text limited: (this one is limited to 5 character spaces)
 - iii. Text unlimited: *
 - iv. Number limited:
 - v. Date required: January 1, 2010
 - vi. Check box:
- b. *Some fields look small but once selected they expand and wrap around as the typist adds text.

3. Filling out the Sections

- a. The first line in each section requests the identity of the person filling out that portion of the document. The questions are new to the form for two reasons.
 - i. It allows for quick and easy contact to the right person at the parish level should a question arise about the data in that section.
 - ii. It gives the pastoral center a glimpse at the process used by the parishes to fill out the form and may help in revising or updating the form in the future.

4. Complete the form and return it to the Chancellor's Office
 - a. Save the document changing the document name to include your parish name instead of the text "Parish Name-City."
 - b. Please keep the same format for the name with the year first, the parish name second, and the title of the report last. We will file these documents electronically with the parish records using this standard naming procedure used by our Archives Department.
 - c. Email the form to Annamaria@diocesetucson.org – Please type your parish name in the subject line.
5. Assistance with this form.
 - a. Additional help with this form can be obtained by calling the Chancellor's office 520-838-2500 ext 1011.
 - b. Comments about the form can be sent to Annamaria@diocesetucson.org via email.